

DEPARTMENT OF THE NAVY NON-APPROPRIATED FUNDS

VACANCY ANNOUNCEMENT

ANNOUNCEMENT #M-02404A



POSITION: TRACTOR OPERATOR NA-06

SALARY: \$9.78 PH

LOCATION: GOLF DIVISION (SEASONAL)

OPEN: 11 MARCH 2004

CLOSE: OPEN UNTIL FILLED

AREA OF
CONSIDERATION: COMMUTING AREA

(X) Spouse Preference Eligible
(X) Involuntary Separated Military

() Regular Full-Time	(35-40 Hours Per Week)
() Regular Part-Time	(20-34 Hours Per Week)
(X) Flexible	(0-40 Hours Per Week)

() One-Time Basis
(X) Establish Register
() Merit Staffing

HOW TO APPLY: Submit current SF-171 or OF612 and any supplemental forms to
Morale, Welfare & Recreation, Bldg. 467-Suite A, NASMR, 47402 Buse Road, Patuxent River, MD 20670
Attn: Personnel Dept. For further information call 301-342-3653.

DUTIES AND RESPONSIBILITIES

Operates gas and diesel-powered tractors and tractor drawn equipment, used for mowing and maintenance. Connects and operates various types of farm machinery such as mower decks, seeders, spreaders, blowers, aerators and tillers. Operates riding mowers, trucksters and various trim tools such as edgers, weed eaters, chain saws, cup cutters, sod cutters, stump grinders, hover and walk behind mowers.

Removes debris, dead grass, broken tree limbs, leaves and keeps assigned areas clean, presentable and as attractive as possible depending on the season and weather conditions. Performs preventive maintenance on gas and diesel-powered machinery and other mechanical equipment and hand tools used to accomplish assigned duties and responsibilities.

QUALIFICATIONS

The incumbent must possess a valid driver's license. Must be able to follow oral and written instructions and accomplish work independently with minimal supervision. Must be at least 18 years of age. Must have some degree of manual skill and prior work experience with powered hand tools and hand tools used to clean, maintain, and repair grounds and facilities.

WORKING CONDITIONS

Moderately heavy physical effort is required in carrying, lifting and moving objects weighing up to 50 pounds. Works inside and out and is subject to extreme weather conditions. Long period of continuous riding on a tractor is required to keep areas maintained, Long periods of standing, walking, stooping or lifting is sometimes required when using hand tools and powered hand tools. Exposed to dust, dirt, grease, oil, battery acid, and other hazardous materials associated with cleaning, mowing and maintaining gas and diesel powered

ENROLLMENT IN DIRECT DEPOSIT IS A CONDITION OF EMPLOYMENT

Obligation to give all information to be considered in rating/ranking qualifications is the responsibility of the applicant. Applications and additional information will not be accepted after the closing date for this vacancy. Applications must be received in the Personnel Office or postmarked no later than the closing date of this announcement or they will not be given consideration.

Applicants must meet all eligibility requirements for the position.

Privacy Act Requirements (PL93-597): The application forms prescribed are used to determine qualifications for promotion or employment and are authorized under Title 5, USC Section 3302 and 3361.

Spouses of Active Duty Military Personnel shall be provided spousal preferential consideration for positions NF1 and NF2. Eligibility begins 30 days before the military member's reporting date and continues for the duration of the PCS Orders until the Spouse accepts or rejects a job offer.

Include with the application any awards received such as outstanding performance ratings, awards granted under incentive awards programs (list monetary awards), and awards given to employees under your supervision.

Rating/Ranking of promotional candidates to determine the best qualified will be accomplished by comparing the candidates' knowledge, skills and abilities against the evaluation factors listed in this announcement. These factors are essential for an employee to perform the duties of the position. Supervisory appraisal experience, training, and awards will be considered in the Rating/Ranking process.

Applicants should make a copy of their application for their files. No application will be returned and no copies of applications will be provided.

The Department of the Navy is an Equal Employment Opportunity employer. All qualified candidates will receive consideration without regard to Race, Color, Religion, Sex, National Origin, Age, Disability, Marital Status, Political Affiliation, Sexual Orientation or any other non-merit factor.